MRTI Process Steps

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Registrars/IT Summit

Glossary of Terms

- MRTI- Missouri Reverse Transfer Initiative
- MRTA- Missouri Reverse Transfer Agreement
- Host- 4-year institution
- ADGI- Associate Degree Granting Institution
- IR- Institutional Research
- RTP- Reverse Transfer Program
- RTPC- Reverse Transfer Program Coordinator

HOST (IR/RECORDS)

Identify all eligible students for Reverse Transfer based on set parameters

- Must have completed a minimum of 15 transferable college credit hours from ADGI
- Must be degree-seeking at Host institution
- Must not have a previously awarded Bachelors or Associate degree
- Must be in good financial and academic standing (ADGI and/or Host institution)
- HOW to Identify? Option(s):

    - IR runs student query by set parameters

HOST (RTPC)
Contact Students

HOW? Options:

– By email

– By email and letter follow up

– By letter only

– By texting

– By phone calls

HOST (RTPC)
Contact Students…continued

- WHEN? Options:
  - Upon application to the Host institution
  - At the time of transfer to the Host institution
  - After the drop/withdrawal period at the Host institution
  - At the end of the student's first semester when academic record is established at the Host institution
  - Directly after Census

STUDENT
Opt-In

- Must be a method that complies with FERPA
- Must be student initiated
- HOW? Options:
  - Submit RT coded transcript request form from ADGI to Host institution
  - Contact and meet with RTPC at Host institution to review process and sign "Intent" form
  - Check RTP box provided on Host application form
  - Use electronic communication to explain RTP with an option to opt-in

STUDENT
Opt-In…continued

- Once the student has opted-in to the RTP at the Host institution, it will be his/her responsibility to provide all official transcripts of previous coursework completed to the ADGI that is to be considered for the degree.

**Addresses students who have attended multiple institutions before or after attendance at the ADGI

HOST (IT/Records)
Student Opt-in

- Notification list sent to ADGI of opt-in students and copies of opt-in verification to be sent for each student.

- How Often? Options:
  - end of each term
  - each time a student enters the program

- Create a student group coded for RT that can be used for monitoring and tracking student progress. They are never deleted from group until opt-out is confirmed.

STUDENT/AUTOMATIC
Opt-Out*

Three conditions:

   1) Student graduates with a degree first; automatic drop

   2) Student is no longer continuously enrolled at the Host institution; automatic drop

   3) Student self identifies the desire to opt-out

   * ADGI/Host made aware of opt-out action notifies partner Host/ADGI

ADGI (RECORDS)

RT Student Contact

The requirements for degree completion will be determined by the ADGI institution and identified to the RT student.

HOW? Options:

- Run degree audit on opt-in student
- Contact student with degree audit information and course requirements for associate degree completion
- Copy Host institution RTPC on all student correspondence

STUDENT

Completion of Associate Degree Requirements

Upon receiving the degree audit and the requirements necessary for associate degree completion, the student will be responsible for making sure that the courses taken at the Host institution will fulfill those ADGI course requirements. (Use course equivalency databases, meet with an academic advisor, etc.)

ADGI and HOST (IR/RECORDS)

- Send list of courses completed at Host institution to ADGI for student progress updates .
- HOW OFTEN? Options:
  - End of each term
  - End of each semester
  - Annually
- ADGI will review course listings. Will that "list" be an unofficial transcript, other document? ADGI determines that the student is enrolled in final semester of associate degree coursework at Host institution. Upon successful course completion, ADGI will notify student that degree requirements have been met.
- When the associate degree requirements are met, ADGI will notify the Host institution and request a final transcript.
- Host institution will provide the final transcript free of charge on behalf of the student to the ADGI.

ADGI and HOST (RECORDS)

- ADGI sends a letter of congratulations and diploma to degree completer.
- ADGI notifies Host RTPC of degree completion.
- ADGI sends official transcript with completed associate degree notation to Host institution at no charge.
- Host institution notifies student if the awarded associate degree completes Gen Ed 42 requirements.

ADGI and HOST (IR/RECORDS)

- Deactivate student file for degree completers in MRTA database at both ADGI and Host institution each semester. Retain historical records of those students for data collection and reporting.

- This information will need to be retained in a separate file as a SIS will not be able to differentiate RT students from regular students.

HOW?

Other Questions

- Do RT students need to reapply to ADGI? After 3 years? 5 years? At all?

- When/how will the student apply for graduation at the ADGI?

- Course substitutions for ADGI?

- How to handle non-continuous returning students to Host institution? How often can they opt-in and opt-out? How often are they reinvited?

- How often should eligible students be invited to opt-in once they initially decline the opportunity?

- Should ADGI send information letter to eligible students who request a transcript for a Host institution about RT if the student has not graduated with a degree?